

# Employee Behavior Modification Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Employee Behavior Modification

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification in the behavior of [Employee's Name] to enhance our team's productivity and workplace environment.

Recently, I have observed [briefly describe the behavior issue]. This behavior has impacted [mention the impact on the team, workflow, etc.]. I believe that addressing this issue is crucial for fostering a positive and effective workplace.

To assist in this matter, I suggest the following steps for modification:

- [Suggestion 1]
- [Suggestion 2]
- [Suggestion 3]

I am confident that with the right approach, [Employee's Name] can adjust their behavior and contribute positively to our team. I appreciate your attention to this matter and am happy to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]